

Town of Topsfield Board of Health  
Meeting of Thursday, September 26, 2013  
Town Hall, 8 West Common Street, Topsfield, MA 01983

Meeting Minutes

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Topsfield Board of Health, Thursday, September 26, 2013 at 7:30 pm in the Conference Room.

With a quorum present, Board Chairman William Hunt called the meeting to order at 7:35 pm.

Board of Health Members present: BOH Chair William Hunt, Esq., Clerk Sheryl Knutsen, RN; Vincent Guerra MD; Gerald Topping, PE; Wade Goldman, PE; John Coulon RS, Health Agent; Susan Winslow, Minutes Secretary. Also in attendance: John Morin, PE, Neve Morin Group; George Vernet, resident; Richard Gandt, Selectman.

**ABBREVIATIONS:**

TBOH: Topsfield Board of Health

VNA: Visiting Nurse Association

DEP: Department of Environmental Protection

DPH: Department of Public Health

MRC: Medical Reserve Corps

TRMRC: Topsfield Regional Medical Reserve Corps

TBOH: Topsfield Board of Health

CERC: Crisis and Emergency Risk Communication

ADA: Americans With Disabilities Act

RN: Registered Nurse

PE: Professional Engineer

Public Information

Agenda

**APPOINTMENTS:**

89 Parsonage Lane

John Morin, PE, and Topsfield resident George Vernet appeared before the Board to request a voluntary upgrade of the existing septic system at 89 Parsonage Lane to include a Presby System. Mr. Morin explained that the soil at the address is primarily loamy sand, and soil testing indicated a percolation rate of 3 minutes per inch. He explained that he is requesting the use of a Presby system because a Pump System could add up to an additional \$9,000 to the project. He explained that this would be excessive in comparison to the Presby System which can be designed as a gravity fed system that does not require a pump. Mr. Morin gave the Board a description of the Presby System and Mr. Coulon showed the Board samples of the Presby System materials he obtained at a Presby Seminar.

*VOTE: Mr. Topping made a motion to approve the reduction of separation to 2 feet at 89 Parsonage Lane. Dr. Guerra seconded and the motion carried in a unanimous vote.*

**HEALTH AGENT REPORT:**

MOSQUITO UPDATE

John Coulon informed the Board that there was a positive finding of EEE in a mosquito trap in Topsfield the week of September 13, 2013. He told the Board that in response to the finding, truck mounted adulticide spraying was conducted by NEMMC on all streets west of North Street and north of Ipswich Road, Main Street, Washington Street and Boxford Road. He also informed the Board that targeted spraying by NEMMC was conducted at the Topsfield Fair Grounds. He told the Board that DPH determines the risk level for each town and currently, the risk level remains

Low in Topsfield. The Board discussed the potential response should there be a positive finding of EEE in Topsfield during the Topsfield Fair if the State raises the risk level. Should that occur, the Board will call an emergency meeting to coordinate the appropriate response. Mr. Coulon informed the Board that he is contacted by DPH every Friday with the results of the weekly mosquito testing, and the information is disseminated to the Board as well as local Police, Fire, Schools, Department Heads, Sports Groups and media. The public is informed through the use of the dedicated Mosquito Page on the Board of Health Website, selected announcements on the front page of the Town of Topsfield Website, the Nixle Alert System and ConnectEd information system.

#### EMERGENCY PREPAREDNESS

Sheryl Knutsen told the Board that she was prepared to do the CERC Training this evening with the Board if time allowed. Note: there was not enough time to conduct this training.

She also said that she and TRMRC Coordinator Arthur Howe III are planning to walk in the Topsfield Fair Opening Day Parade with the TRMRC Banner. Mr. Coulon told the Board that he has arranged for the TRMRC and the Topsfield TRIAD to have tables in the Youth Foundation Building for the duration of the Fair for publicity purposes and community outreach. Note: TRIAD is not an acronym; it is a partnership which involves Senior Citizens, Law Enforcement Agencies (Sheriff / Police / District Attorney) and Support / Protective Services (Councils on Aging / Elder Services / Clergy, etc.).

#### TIGHT TANKS AT FAIRGROUNDS AND FAIR UPDATE:

Mr. Goldman asked for an update on the tight tanks at the Fairgrounds. Mr. Coulon explained that two tight tanks were installed last summer with a third scheduled for installation in the summer of 2014. Mr. Coulon explained the benefits of the tight tanks in the collection of gray water during the Fair. Mr. Coulon gave the Board an explanation of the permitting process he helped develop in which a single permit card is issued to each vendor on which the electrical, building, gas and food inspections are recorded. He explained that he starts inspections as early as two days before the opening day of the Fair (October 4 – October 14) and continues throughout the Fair. Mr. Coulon informed the Board that there will be increased security at the Fair this year. He invited Board Members to accompany him on his rounds at the Fair.

#### COMMONWEALTH MEDICINE CONTRACT:

As of September 26, 2013, the contract has not been issued from Commonwealth Medicine. Mr. Coulon reported that the contract, when issued, will be retroactive to September 1, 2013.

### **NEW BUSINESS:**

#### AUGUST 22, 2013 MINUTES:

Ms. Knutsen pointed out two edits in the minutes.

*VOTE: Mr. Topping made a motion to accept the minutes with two edits. Dr. Guerra seconded and the motion carried in a majority vote of 4 in the affirmative with Mr. Hunt abstaining.*

#### FLU VACCINE CLINICS:

Mr. Coulon informed the Board that there will be two Flu Vaccine Clinics: October 24, 2013 from 1 – 4 at the Emerson Center and the second at the December Holiday Walk, the location still to be determined.

#### B&D INVOICE:

Mr. Coulon and the Board discussed the invoice from B&D for sharps pickup.

#### BUDGET AND PROFESSIONAL SERVICES LINE ITEM:

Mr. Coulon addressed the Board about the issue of the line item, Professional Services, and the determination that if someone is sworn in as an agent of the town, they can no longer be paid under the professional services line because that person is then considered a defacto town employee. He is still hoping to receive something in writing from the town as a directive on this issue. He informed the Board that Leo Cormier has been paid, but the payment to Alexander Parker has not been made as of this date. The Board instructed Mr. Coulon to look into it and make sure Mr. Parker is paid.

#### PICNIC TABLES:

Mr. Coulon informed the Board that he has ordered some picnic tables from the Merrimack Special Education Collaborative in Topsfield. He explained that this is a school for youngsters who have had difficulty in other

educational settings, and they have a woodshop where they produce high quality picnic tables. Using TRMRC Funds, he has ordered 3 ADA compliant picnic tables for the community to encourage outdoor activities and walking.

OCTOBER TBOH MEETING

Because John will be attending the MHOA Annual Conference on October 24, the October Board meeting will be rescheduled for a time that is most convenient for the majority, the date to be determined.

Mr. Goldman made a motion to adjourn the meeting at 10:12 pm. The motion was carried in a unanimous vote.

Respectfully submitted,

Susan Winslow  
Minutes Secretary